

Alternative Education On-site Monitoring Visit Rubric**Reviewer: Sue Foxx****Date: 12/4/07****Alternative Education Program: Monrovia School of Integrated Technology Contact Person: Jacob Hagist & Yolanda Goodpaster****School Corporation: Monroe-Gregg School District (5900-1)****Phone: 317-996-2258**

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Board minutes 3/2/07 Article-Mooresville Reporter Times 6/6/07 School newspaper	X		Counselors, principal and department chairs operated as initial Advisory group. Recommended formalizing the Advisory Group with community agency and business involvement. Positive publicity and strong support from HS teachers and administration.
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	PLATO—computer-based courseware School schedule ISP Grant	X		Curriculum follows corporation but uses computer courseware. Courses are differentiated, self-paced, and based on mastery. Program plans to add more projects and service learning opportunities as program develops like community service painting project completed in the fall. ISP's are written to identify appropriate plan/services. Students attend a 3 hour academic session. May combine academic program with work component or career center placement as appropriate. Students will attend Youth to Youth Conference. Field trip to landfill as part of curriculum.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee programming Staff meeting agenda	Orientation packet Part of HS prof. dev. plan and SIP Counselor meetings Staff Meetings	X		Small learning environment with low teacher-student ratio. Classroom located in C bldg. New furniture and technology. Will renovate room next door as informal space for program for SY08-09. Alternative education teacher has multiple licenses. She interfaces well with HS teachers, counselors, and administration. Counselor meets with students once a week. Celebrations for credit and recognition/rewards for attendance Teacher participates in HS staff meetings.

On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	12/4/07	X		Matches description. Computer based courseware individualizes courses and allows curriculum to be self-paced.
Students appear engaged.	12/4/07	X		Observed students working independently on different courses on computers. Students responded positively when asked about the program and felt supported and challenged.
Location supports a positive learning environment.	12/4/07	X		Program operates out of large classroom. Updated technology and students have access to other materials within the HS. Room for informal programming shared with wrestling team. Plan to move to own area next year.
Teachers appear knowledgeable and caring.	12/4/07	X		Teacher and aide encouraged students and offered assistance as requested. Teacher genuinely engaged with students in working to help them succeed. She was very innovative and organized while promoting high standards and differentiating instruction.

Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Referral form and process documented in grant. Use same handbook as HS since located onsite. Students are referred into the program as an alternative to expulsion, when need nontraditional setting or as dropout recovery. Review committee in place for admission. School calendar is the same as corporation. 3 hour session.
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Documentation from HR dept. -HQ document	X		Licensed teacher employed by the corporation acts as a facilitator for computer-based courseware. Counselors work with students as needed.
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Safety plans and drills on record as part of HS. Transportation provided one way if student unable to drive.
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	X		Morgan County Foundation grant and support from local businesses (IGA/TA/Jack Cook Farms). Budget exceeds required match and allocated primarily to staff and technology.
2 Hour Session/ School Day	-School schedule	X		Flexible scheduling allows students to attend multiple sessions (3 hours each) based on individual needs. Offer programming for full school calendar of 180 days plus summer school.

Comments: This is a new program that is still working to establish connections to the community and to identify internship and service learning opportunities to enhance academic component. Students are encouraged and supported in a variety of ways and there is strong collaboration with the HS. Staff are working on a process that promotes an effective transition for returning students.